



# Local 464 Workload Alert Notification

(in accordance with Article 7.03 (c) of the collective agreement)

Please be advised that the undersigned has cause to believe that he/she is being asked to perform more work than is consistent with proper patient care. Please consider this a request to convene an immediate Labour Management Committee meeting to discuss this issue, in accordance with Article 7.03 (c) of the collective agreement. A written response to this notification is requested.

**To:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Shift:** \_\_\_\_\_  
Manager/Director year / month / day day/evening/night

**Member(s):** \_\_\_\_\_ **Steward:** \_\_\_\_\_

**Work Location(s):** \_\_\_\_\_

**Staffing:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Usual number of staff number of staff present were replacement staff available (Y/N/unknown)

**Description of Workload Problem:** (attach additional sheets if necessary)

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Degree of Seriousness:

- Emergency Situation (will result in serious impact on patient in the immediate future)
- Urgent Situation (will result in serious impact on patient in future)
- Pressing Situation (could result in serious impact on patient in the immediate/foreseeable future)

Note to Members: Please contact your OPSEU Steward and follow the process described in the Collective Agreement (see below) Provide him/her with a copy of the written complaint.

Submit the form to your Manager, your steward (if available), and to OPSEU local 464 office [postings@opseu464.org](mailto:postings@opseu464.org) or fax to 1-877-440-7797 .

Notice to all Stewards: Please contact your OPSEU Campus VP as soon as possible after being contacted by your member/group with a workload complaint.

**7.03 (c) Professional Responsibility**

- (i) The Parties have a mutual interest in the provision of quality patient care. Therefore, where an employee, or group of employees, covered by this agreement and governed by an Ontario College under the Health Disciplines Act, have cause to believe that they are being asked to perform more work than is consistent with proper patient care it is agreed by the parties that such workload problems may be discussed as follows:
  - a) A complaint must be filed with the manager or director in the work area/program. Within the affected work area/program, the Hospital shall schedule a meeting with the employee(s) to develop strategies to meet patient care needs using current resources. It is understood that the OPSEU Staff Representative and OPSEU campus Vice President may attend such meeting.
  - b) Failing resolution of the issue(s), complain in writing to the Vice President within fifteen (15) calendar days of the filing of the complaint. The Vice President will meet with the OPSEU Staff Representative and OPSEU campus Vice-President to discuss the matter, and will deliver a written response within 15 calendar days.
  - c) If the parties are still unable to resolve the matter, the parties will meet with the Chief Executive Officer (CEO)/Chief Operating Officer (COO) within thirty (30) calendar days of referral to the CEO/COO to present the issues. The CEO/COO will notify the Union of the decision in writing within fifteen (15) calendar days.